

EMPLOYEE ACTION FORM
City of Dayton

Pay ID PF					
Employee ID No. 25253		Last Name Henderson		First Name Eric	Middle Initial A.
Effective dd - month - yy Date: 08-Aug-16					
CURRENT 7711		Posi. (T.O.) No. 7711		Position Classification Police Lieutenant	
				Division West Patrol Operations	
REASON FOR CHANGE (Check only those that apply.)					
<input type="checkbox"/> New Appointment		<input type="checkbox"/> Step Increase		<input type="checkbox"/> Deceased	
<input type="checkbox"/> Re-Appointment		<input type="checkbox"/> Merit Increase		<input type="checkbox"/> Retirement	
<input checked="" type="checkbox"/> Promotion		<input type="checkbox"/> Rate Change		<input type="checkbox"/> Disability Retirement	
<input type="checkbox"/> Transfer		<input type="checkbox"/> Assignment Maintenance/Pay		<input type="checkbox"/> Probationary Discharge	
<input type="checkbox"/> Demotion - Voluntary		<input type="checkbox"/> Reduction in Force		<input type="checkbox"/> Discharge	
<input type="checkbox"/> Demotion - Involuntary		<input type="checkbox"/> Resignation		<input type="checkbox"/> End of Temp. appt.	
<input type="checkbox"/> Reclassification		<input type="checkbox"/> Resignation Under Charges		<input type="checkbox"/> Change in Type of Appt.	
				<input type="checkbox"/> Payroll Data Change	
				<input type="checkbox"/> Adjust Service Date	
				<input type="checkbox"/> Leave Status	
				<input type="checkbox"/> Add/Delete Premium Pay	
				<input type="checkbox"/> Add/Delete Automatic Earning	
				<input type="checkbox"/> Add/Delete Other Earnings	
				<input type="checkbox"/> Change in Labor Distribution	
				<input type="checkbox"/> Other: Specify	
INSTRUCTIONS: The above sections must be completed each time an Employee Action Form is submitted. In sections below, only complete information that is changing. ALL P-1'S MUST BE TYPED.					
NEW POSITION		Req. No	Posn. Classification	Grade	Step
No. (T.O.) 7112		644M	Major	A16	
ORGANIZATION HOME:		Org. Code	Division		DATE OF NEXT STEP
10000		6243	West Patrol Operations		dd - month - yy
ORGANIZATION TIMESHEET		Org. Code	Division		TERMINATION
10000		6210	Director's Office		Vac. Hours Due
					Last Date Worked
LEAVE STATUS From: (First Date of Absence)		To: (Last Date of Absence)		Comp. Time Due 175.15	
				Sick Hours Due	
				Paid Through	
LEAVE REQUESTED		PAY STATUS		ADJUSTED SERVICE DATES	
<input type="checkbox"/> Injury Leave		<input type="checkbox"/> Full Pay		Seniority	
<input type="checkbox"/> Military Leave		<input type="checkbox"/> Without Pay		Longevity	
<input type="checkbox"/> Leave of Absence		<input type="checkbox"/> Partial Pay ___%		Supplemental Vacation	
<input type="checkbox"/> Suspension					
<input type="checkbox"/> AWOL					
		Calendar Days of Leave			
		Work Days of Leave			
		Date of Actual Return			
				dd - month - yy	
PREMIUM PAY (Used for permanent assignment only.)		Add		Delete	
Add Delete Amt. /Hr.				Amt./Hr.	
<input type="checkbox"/> Fire 40 Hour Assign. Pay		<input type="checkbox"/>		<input type="checkbox"/> Shift Differential 2 nd	
<input type="checkbox"/> Police Shift Differential		<input type="checkbox"/>		<input type="checkbox"/> Shift Differential 3 rd	
				<input type="checkbox"/> Other	
AUTOMATIC EARNINGS (Earnings that automatically appear on time sheet.)		OTHER QUALIFIED EARNINGS			
ADD DELETE		ADD DELETE			
<input type="checkbox"/> Clothing Allowance		<input type="checkbox"/> Mileage Reimbursement			
<input type="checkbox"/> Platoon Shift Factor (Airport)		<input type="checkbox"/> Educational Incentive Degree			
<input type="checkbox"/> Platoon Shift Factor (Fire)		<input type="checkbox"/> Plus Rate Classification			
<input type="checkbox"/> Fire PSM Pay		<input type="checkbox"/> Plus Rate			
<input type="checkbox"/> Executive Car Allowance		<input checked="" type="checkbox"/> Other Cell phone allowance \$23.08 per pay period.			
REMARKS: Old Rate 41.60 (3.84) 7987.20 / 94,515.20					
Lt. Henderson is to be promoted to the rank of Major effective August 8, 2016.					
Approved		Disapproved		Approved	
<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Division Manager		Date		Director of Human Resources	
Date		Date		Date	
Department Director		Date		City Manager	
Date		Date		Date	

AUG 10 2016

EXHIBIT

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